



## **MINUTES**

Pathology Quality Management Committee  
December 11<sup>th</sup>, @ 2:30 pm  
Conference Room, SCM

**Present:**

Dr. Bev Carter  
Dr. Nebojsa Denic

Catherine Parnell  
Tracy Chafe

**Absent:**

Janet Laidley

Terry Gulliver

Barry Dyer

- 1) Approval of Agenda  
Agenda approved

- 2) Approval of Minutes of October 3, 2006 Meeting  
Minutes approved by B Carter and N Denic

- 3) Business Arising

i) **Policy Implementation / Development**

(a) Fixation

Word "buffered" to be added, B Carter. T Chafe to edit changes, add B Carter as originator, include issue date, effective date, add signature line for N Denic. After sign-off, B Carter & C Parnell to compose letter for distribution with policy to following: Lynn Morris-Larkin, Don Cook, Amrah Pirzada, Barry Dyer, & Terry Gulliver.

(b) Accessioning

To be added to January agenda.

(c) Embedding

To be added to January agenda.

(d) Specimen Refusal

To be added to January agenda. C Parnell to send memo to J Laidley requesting her to present at next meeting.

(e) Error Management

To be added to January agenda.

(f) Specimen Collection

To be added to January agenda.

(g) Submission of Tissue to Microbiology

T Chafe to add issue date, effective date, add signature line for N Denic. After sign-off, B Carter & C Parnell to compose letter for distribution with policy to following: Lynn Morris-Larkin, Don Cook, Amrah Pirzada, Barry Dyer, & Terry Gulliver.

- (h) Policy on Internal Consultation by Eastern Health Pathologist of their colleagues work at the request of the clinician  
Wording to be changed by B Carter. T Chafe to edit, and forward to N Denic for sign-off. After sign-off, B Carter & C Parnell to compose letter for distribution with policy to following: Lynn Morris-Larkin, Don Cook, Amarh Pirzada, Barry Dyer, & Terry Gulliver.

- (i) B Dyer to clarify his policy request on consults  
To be added to January agenda.

**ii) Quality Management Plan**

- (a) Discussion of monthly plan  
Report was presented to N Denic and discussed.

**Random Review 1% of cases** – not ready for review

**Random Pathologist – TAT 1%**

Chart to be changed to reflect surgical #, time of grossing and detailed TAT. Statistics and specimen type should be in report.

**Random Review TAT 5 urgent cases**

B Dyer to change Meditech settings to enable this function.  
To be added to January agenda.

**Turn Around Time for all Pathologists**

Reference will be added to table by B Carter regarding appropriate TATs. T Chafe to change column to reflect days not hours. T Chafe to run next TAT on January 8<sup>th</sup>. Graph to be devised to show standard deviation by T Chafe.

**Outstanding Cases for all Pathologists**

T Chafe to change form to reflect # per month with a 12 month breakdown. Batch # removed from form (kept as office reference only). Outstanding cases to be run in list form not in report format. C Parnell to devise a letter on behalf of N Denic to accompany each list to individual pathologists.

**Difficult case round minutes review:**

Report must be changed to show each case with diagnosis and correlative comments. C Parnell

**Outside hospital consults and correlation**

Policy on internal consults will be re-vamped by B Carter and submitted to N Denic for circulation.

**Review of H and E QC slides**

A second technical QC item will be added to duties specifically dealing with IHC department.

**Clinical Indicator**

50% of cases had technical problems. A memo will be sent to B Dyer (copy of T Gulliver) informing him of problem and inquiring about QC practices within technical lab to assess coverslips and technical errors prior to release from lab. C Parnell. To be added to January agenda.

**Frozen section correlation – not ready for review.****Customer Satisfaction survey**

N Denic will review results and discuss with Pathologists in division. A new policy needs to be developed regarding critical value report. N Denic and B Carter will develop. To be added to January agenda. N Denic to discuss findings with appropriate clinicians.

**(b) Discussion of policy procedure action plan**

To be forwarded to B Dyer. No longer item on agenda.

**(c) Meditech modification to reflect turn around time.**

To be added to January agenda.

**4) NEW BUSINESS**

Discussed role of secretary in the Quality Management Program.

Typing of policies and procedures can be done by T Chafe as her other duties permit. Pathologists and staff instructed by N Denic to write or dictate policy in appropriate forms. Initial typing done and all other corrections and modifications made by staff that developed policy or procedure.

5) ADJOURNMENT

Meeting ended at 4:15 pm.

6) Next Meeting

January 17<sup>th</sup>, 2006 @ 10:00 am.